

Position Description

Small Business Counselor

The Georgia Avenue Business Resource Center resulted from a two year planning process of the **D.C. Chamber of Commerce**, which partnered with the **Federal Reserve Bank of Richmond**, the **US Small Business Administration (SBA)**, **Riggs Bank**, **City First Bank of Washington**, the **DC Department of Housing and Community Development (DHCD)**, and **Mayor Anthony A. Williams**.

The Georgia Avenue Business Resource Center is a small business technical assistance provider serving Washington, DC since August 2000. It is a program of the District of Columbia Chamber of Commerce Foundation, a new 501(c)(3) charitable and educational nonprofit. The purpose of the Georgia Avenue Business Resource Center is to 1) provide technical assistance in business planning to small businesses and 2) attract diversified and viable businesses to the District. It is our goal to meet the needs of the small business owners by being a readily accessible source of business counseling, programs, and other resources.

Specific Duties

- Provide direct one-on-one counseling and technical assistance to small business clients, which includes:
 - Developing business, marketing, and financial plans.
 - Providing resources and information on how to start or grow businesses, how to access procurement opportunities and getting licensed to do business in the District.
 - Assisting businesses in the creation of marketing materials, finding locations, loan packaging, management, credit repair, recordkeeping systems, and other tools necessary to small businesses.
- Help assess, organize and coordinate resources to small businesses.
- Record business successes and activities in client files, maintain and update client database for assigned clientele.
- Provide access to GABRC programs.
- Conduct site visits with clients to assess functionality and successes.
- Attend meetings with community residents and merchant associations to determine needs of businesses.

Necessary Skills

- Must have an undergraduate degree. Preferred majors include business, marketing, accounting, communications, management, sociology, public policy, education, or political science. Graduate degrees are a plus.
- Must be able to work independently and take initiative when needed.
- Must be able to work in a team environment.
- Have the ability to relate to small business owners, regardless of profession.
- Knowledge of Microsoft Office programs.
- A strong interest in small business or economic development.

Other Helpful Attributes

- An economic development background
- Knowledge of District government
- Teaching skills
- The ability to learn quickly and apply knowledge
- Multi-tasking skills

Business Counselors are full-time employees at the GABRC. Counselors receive a generous benefits package that includes healthcare, dental, life insurance, and 401(k). The annual salary is \$40,000. The primary job site would be the GABRC, located at 7408 Georgia Avenue, NW. Work at the Center presents exceptional opportunities to network with small businesses, large private corporations, banks, nonprofits, local and federal government agencies. The Georgia Avenue Business Resource Center and the District of Columbia Chamber of Commerce Foundation are equal opportunity organizations.

Please contact Telaekah Brooks, Director, at (202) 545-0220 or via email at tbrooks@dcchamber.org for more information. Please send your resume, cover letter, and three references to Ms. Brooks at the above e-mail address, or by mail to the Georgia Avenue Business Resource Center, 7408 Georgia Avenue, NW Washington, DC 20012 or by fax to (202) 545-0227.